

**TOWN OF ARLINGTON
MASSACHUSETTS**

REQUEST FOR PROPOSALS

The Town of Arlington is seeking proposals from qualified individuals and firms for professional services for the following:

BID #12-38 ARCHITECTURAL DESIGN SERVICES – AHS ADMINISTRATION OFFICES

The Town of Arlington, acting thru the Town Manager seeks proposals for Architectural design services in connection renovation of Arlington High School Department Offices occupying approximately 14,000 square feet of former classrooms on the 6th floor of Arlington High School. The purpose of the project is to complete partial renovation to 1) upgrade the HVAC and cooling systems, 2) provide additional private offices and conferencing space, 3) improve acoustics, temperature control and other issues associated with a previous partial renovation.

Proposals are invited and will be received by the Town Manager, Town of Arlington, Massachusetts on or before **1:00 P.M. Thursday September 6, 2012** at the Town Manager's Office/Purchasing Department, Town Hall Annex, 730 Massachusetts Avenue, Arlington MA 02476-4908.

Ten (10) copies of technical proposal shall be submitted in a sealed envelope marked "**Bid #12-38 Architectural Design Services – AHS Administration Offices - Technical Proposal**" and one (1) copy of the price proposal in a sealed envelope marked "**Bid #12-38 Architectural Design Services – AHS Administration Offices - Price Proposal**"

Proposals delivered after the appointed time and date will not be considered.

General information, proposal instructions, and the scope of work are available at the Town Manager's Office/Purchasing Department.

The Town Manager reserves the right to cancel any request for proposals, to reject in whole or in part any and all proposals when it is deemed in the best interest of the Town of Arlington to do so.

August 22, 2012

TOWN OF ARLINGTON
Adam W. Chapdelaine
Town Manager

REQUEST FOR PROPOSALS

Town of Arlington - Architectural Design Services/ AHS Administration Offices

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Qualifications:

All applicant firms must possess the following minimum qualifications:

1. Massachusetts registration and licensing in all applicable disciplines;
2. Minimum of five (5) completed school projects involving the renovation of Public School buildings in Massachusetts. Include Project Name, Owner, Architect, Contract Amount, Date of construction and a brief description of the scope of work.
3. Familiarity with the Chapter 579 of the Acts of 1980; The Omnibus Construction Reform Act, Massachusetts Public Bidding Laws, Chapter 149, including experience with Filed Sub-Bid procedures. Include experience with Chapter 30B Procurement procedures.
4. Knowledge of the Massachusetts State Building Code including Chapter 13: Energy Conservation, Architectural Access Board Regulations and Americans with Disabilities Act.
5. Proof of financial stability including Professional Liability insurance in the amount of \$2,000,000.

Submittal Requirements:

All submittals shall be clearly identified as

” Proposal for Architectural Services / AHS Administration Offices ”

and shall be received by: 1:00 PM, **Thursday September 6, 2012** at the office of the Town Manager, Town Hall Annex, 730 Massachusetts Avenue, Arlington, MA. 02174

1. Provide ten (10) copies of the Submittal. Each copy shall be bound and identified on the cover as “Proposal for Architectural Services” with the name of the Architectural Firm clearly visible.
2. Include a history of the firm, names and qualifications of all specific personnel, including resumes, to be assigned to this project, including indication of time to be assigned to this project.
3. Submit a complete Designer Selection Board Application (Form DSB-1)
4. Submit a list of key Consultants to be utilized on this project, including professional registration.
5. Include a statement of understanding of the projects and schedule.

Questions: Any questions on this proposal shall be directed to Domenic R. Lanzillotti, Purchasing Officer at (781) 316-3003 or email to dlanzillotti@town.arlington.ma.us.

The Town Manager reserves the right to accept any submittal in whole or in part or to reject any and all submittals if it be in the best interest of the Town to do so.

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity, or group of individuals.

(Signature of individual submitting bid or proposal)

(Name of individual submitting bid or proposal)

Name of Business

Date

Pursuant to M.G.L. Chapter 62C, Section 49A, I certify under the penalties of perjury that I have complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Social Security Number or
Federal Identification Number

Signature of Individual or Responsible
Corporate Officer and Title

NON-COLLUSION FORMS
MUST BE SIGNED AND
SUBMITTED WITH BID